

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

"Honoring California's Veterans"



Classification: **Staff Services Manager I (Sup)** **\$5079 - \$6127**
Permanent – Full Time
*** (Pending DPA/Budget Approval) ***

Location: Department of Veterans Affairs
Veterans Services Division
1227 O Street, Sacramento, CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and

Responsibilities: Under the general direction of the Deputy Secretary, Veteran Services Division, the incumbent provides assistance to the Chief in carrying out the Division Mission, is the working level supervisor responsible for the day-to-day supervision of subordinate staff over the Veteran Benefits, Mental Health Veterans Services Web Coordinator and the Training and Audits program. Provides expertise and oversight for the development of resource directories and the coordinated effort at the County level for all entities that may become access points for veterans and their families seeking mental health assistance. Work closely with the Department of Mental Health policy and Proposition 63, Mental Health Services Act. Specific duties:

- Provide oversight guidance and the full range of supervision for the analysis and staff work in developing service options for Veterans at the County level to ensure maximum mental health benefits. Participate in meetings in the veteran community with the subordinate staff, the CVSO's, and other providers that serve as access points for veterans and their families with regard to mental health issues.
- Identify network of Mental Health service providers and other providers that serve as access points for veterans and their dependents. Provide training and develop consortiums of service providers in identification and proper veteran referral of veterans.
- Supervise the development of resource directories, the coordination with organizations and networks who serve veterans through web base systems and organizational practices. Oversee and direct the enhancement of existing referral tracking systems at the county and state level.
- Evaluate the section's accomplishments on a continuing basis and recommends policy and operational changes to more effectively attain goals while considering the changing needs of the program.
- Conduct staff meetings, select and train staff for positions and evaluate performance, work on special projects as requested by the Deputy Secretary for Veterans Services Division.
- Other duties as required.

How to Apply: Candidates should submit a State Application (STD. 678), résumé to:

CA Department of Veterans Affairs
1227 "O" Street, Room 404
Sacramento, CA 95814

Inquires:
Voice: (916) 653-2535
TDD: (916) 653-1966

Attention: Vicki Jukich, Ref: M80 #036 08/09

In Line #12 on the State Application, you must reference M80 #036 08/09 and clearly indicate your basis of eligibility: i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERAN AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. BRD RELEASED: 8.05.08 Position # 830-122-4800-XXX